

**MINUTES OF THE REGULAR MEETING**  
**OF THE**  
**COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY**

**September 20, 2011**

The Commissioners of the Chicago Housing Authority held its Regular Meeting of the Board of Commissioners on Tuesday, September 20, 2011 at approximately 8:35 a.m. at the Lathrop Boys & Girls Club located at 2915 North Leavitt in Chicago, IL.

Chairman Jim Reynolds called the meeting to order and upon roll call, those present and absent were as follows:

Present:	Deverra Beverly Adela Cepeda Dr. Mildred Harris Bridget Reidy James Reynolds Sandra Young
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Absent:	Mark Cozzi Myra King Z. Scott
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Also present were Carlos Ponce, Interim Chief Executive Officer; Kris Warren, Chief of Staff; Scott Ammarell, General Counsel; Chicago Housing Authority Staff Members and the General Public.

There being a quorum present, the meeting duly convened and business was transacted as follows:

Upon Motion made and properly seconded, the Commissioners adjourned to Executive Session. Chairman Reynolds announced that pursuant to the Open Meetings Act, 5 ILCS 120/2, the Board would adjourn for approximately one hour to possibly discuss pending, probable or imminent litigation, personnel related matters, collective negotiating matters, purchase sale and lease of real estate property; establishment of reserves and settlement of claims.

The Commissioners subsequently reconvened in Open Session and the Chairman thereupon convened the Business and Public portion of the meeting.

Upon Motion made and properly seconded, the Minutes for the Committee Meetings Minutes for July 13, 2011 and August 10, 2011 and the Regular Board Meetings of July 19 and August 16, 2011 were unanimously approved.

Chairman Reynolds then introduced a Motion for the approval of Executive Session Item 1.

**Executive Session Item No. 1**

**RESOLUTION NO. 2011-CHA-107**

**WHEREAS**, the Board of Commissioners has reviewed the Board Letter dated September 20, 2011, requesting authorization to “Enter into negotiations with Norfolk Southern Railway Company for the potential disposition of land commonly referred to as the vacant site at 525-539 West 56<sup>th</sup> Place, the multi-family buildings located at 501-547 West 58<sup>th</sup> Street and South Stewart Avenue between 57<sup>th</sup> and 58<sup>th</sup> Street, Chicago, Illinois”.

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT**, the Board of Commissioners authorizes the Interim Chief Executive Officer or his designee to enter into negotiations with Norfolk Southern Railway Company for the potential disposition of land commonly referred to as the vacant site at 525-539 West 56<sup>th</sup> Place, the multi-family buildings located at 501-547 West 58<sup>th</sup>

Street and South Stewart Avenue between 57<sup>th</sup> and 58<sup>th</sup> Street, Chicago, Illinois. Subsequent Board authorization will be obtained prior to the execution of the final negotiated Land Sale Agreement.

The Motion to adopt resolution for Executive Session Item 1 was seconded by Commissioner Cepeda and the voting was as follows:

Ayes:           Deverra Beverly  
                  Adela Cepeda  
                  Dr. Mildred Harris  
                  Bridget Reidy  
                  James Reynolds  
                  Sandra Young

Nays:           None

The Chairman thereupon declared said Motion carried and said Resolution adopted.

Commissioner Adela Cepeda, Chairwoman of the Finance and Audit Committee, then presented the following report. Per Commissioner Cepeda, the Finance and Audit Committee held its regular meeting on Wednesday, September 14, 2011 at the CHA Corporate Offices. The Chief Financial Officer and his staff presented the Committee with the August 2011 Treasury Report and the CHA 2011 Annual Cash Flow Forecast.

Commissioner Cepeda then presented an Omnibus Motion for adoption of the Resolutions for Items A1 thru A5.

**(Items A1)**

The resolution for Item A1 approves the CHA’s General Business Expense Policy and the revised Travel Policy. On July 31, 2011, the CHA along with other City of Chicago Sister Agencies and City Departments adopted the City-Wide Employee Reimbursement Policy. This policy was created after a review of both the existing credit card and employee reimbursement policies and related past spending of the City of Chicago Departments and Sister Agencies. As a result of the review, it was determined that the employee reimbursement control environment needed significant improvement. The General Business Expense Policy was created to serve as an implementation guide for the City-Wide Employee Reimbursement Policy and to establish a formal policy document regarding CHA’s general business expenses. The General Business Expense Policy provides details related to the use of federal and non-federal funds, allowable and non-allowable agency expenditures, eligible and non-eligible employee reimbursements and quality assurance and monitoring. The General Business Expense Policy will become effective September 1, 2011. Revisions to the Travel Policy are necessary to ensure that our guidelines are compliant with the City-Wide Employee Reimbursement Policy, and specific appropriate changes were made to the Travel Policy’s Reimbursable Travel Expenses section. The revised Travel Policy will become effective September 1, 2011 and will supersede all previous policy guides, manuals and procedures, and other previous representations, statements, either verbal or written, pertaining to CHA’s Travel Policy.

**RESOLUTION NO. 2011-CHA-108**

**WHEREAS**, the Board of Commissioners has reviewed the Board Letter dated September 14, 2011, entitled, “APPROVAL OF CHA’S GENERAL BUSINESS EXPENSE POLICY AND THE REVISED TRAVEL POLICY”;

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT**, the Board of Commissioners approves the General Business Expense Policy and the revised Travel Policy which are attached to the Resolution, and authorizes the Chief Executive Officer or designee to implement the policies effective September 1, 2011. The Revised Travel Policy supersedes the existing Travel Policy and Guide.

**(Item A2)**

The CHA must annually renew its insurance coverage for General Liability, Excess Liability, Public Officials Liability, All Risk Property, Employed Lawyers Errors and Omissions Liability, Employment Practices Liability, Auto Liability, Crime and Fiduciary Liability. HUD previously authorized the CHA to have its insurance broker of record competitively solicit bids on the

CHA's behalf for all forthcoming insurance procurements. In July 2011, Aon directly and indirectly solicited requests for insurance premium quotes from 20 carriers and requested that their quotes be received by AON prior to August 8, 2011. Aon received quotes from several new carriers with most insurers remaining consistent with the prior year's program. After reviewing the responses, AON and CHA's Risk Management Department recommend the insurers listed in the approved resolution below to provide the required insurance coverage for CHA for the period of October 1, 2011 through September 30, 2012. The recommended awards to these carriers maintain the same policy limits and retention levels for all lines as the prior year's program. This year's renewal was one of consistency, as all carriers remained the same except for the primary General Liability carrier. RSUI will be the primary and continue as the excess carrier for these lines of coverage. Under the Property program, several new carriers competitively quoted the program as a direct result of the property tours conducted in July, but CHA is still faced with a premium increase of 6.6% due to an increase in the primary layer rate of \$.003/\$100 of Total Insured Value. Incumbent carriers for all other lines have offered overall reductions in premiums and should be retained as expiring.

**RESOLUTION NO. 2011-CHA-109**

**WHEREAS,** The Board of Commissioners has reviewed the memorandum dated September 14, 2011 entitled "AUTHORIZATION FOR THE CHA TO AWARD GENERAL LIABILITY, EXCESS LIABILITY, PUBLIC OFFICIALS LIABILITY, ALL RISK PROPERTY, EMPLOYED LAWYERS ERRORS AND OMISSIONS LIABILITY, EMPLOYMENT PRACTICES LIABILITY, AUTO LIABILITY, CRIME AND FIDUCIARY LIABILITY COVERAGE"

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT** the Board of Commissioners authorizes the Chief Executive Officer or his designee to award the following insurance coverage for the CHA for the period of October 1, 2011 through September 30, 2012 for an aggregate amount not-to-exceed \$1,195,173 through its insurance broker of record, Aon Risk Services Central, Inc. ("Aon"): (1) General Liability coverages written through RSUI in an amount not-to-exceed \$35,224; (2) Excess Liability coverage written through RSUI in an amount not-to-exceed \$61,124; (3) Auto Liability written through The Hartford in an amount not-to-exceed \$31,358 (4) All Risk Property written through Lexington, Axis, and QBE in the amount not-to-exceed \$863,301; (5) Public Officials E&O written through Ironshore (\$101,609) and Ace (\$56,070) in an amount not-to-exceed \$157,679; (6) Employment Practices Liability written through National Union in an amount not-to-exceed \$10,837 (7) Employed Lawyers Errors and Omissions Liability written through Illinois National in an amount not-to-exceed \$12,550; (8) Crime written through Berkley Regional in an amount not-to exceed \$13,000; (9) Fiduciary written through National Union in an amount not to exceed \$10,100.

**(Items A3)**

The CHA utilizes CISCO hardware and software to support internal/external communications and the CHA's essential operating functions. Critical core applications, including VOIP telephones, CHA Cameras, BuySpeed, Lawson ERP and Yardi, would be adversely affected should the CISCO components cease to be fully operational. In April 2011, the CHA issued a Request For Proposal (RFP) for the provision of CISCO Hardware and Software Maintenance Services. The CHA advertised the RFP in area newspapers, CHA's website and Buyspeed. The proposal was also sent out to sixty-eight vendors and seventy-two Assist Agencies. The CHA received a total of four proposals in response to the RFP. The written proposals and oral presentations were scored by the evaluation team and updated best and final offers were presented by the respondents in the competitive range. System Solutions Inc. was determined to offer an excellent proposal that met the technical requirements of the RFP and was found to provide the best overall value consistent with CHA's requirements for the Cisco Hardware and Software Maintenance Services. Accordingly, the resolution for Item A3 approves award of contract to System Solutions for the Cisco Hardware and Software Maintenance Services. System Solutions has been providing information technology business solutions since its inception in 1987, and has approximately 25 years of experience in various IT solutions. System Solutions currently provides maintenance services under the Cisco Smartnet platform for McHenry County, Metropolitan Water, the City of Chicago and Cook County Hospital.

**RESOLUTION NO. 2011-CHA-110**

**WHEREAS,** the Board of Commissioners has reviewed the Board Letter dated September 14, 2011 entitled “Authorization to enter into a Contract with System Solutions Inc. for Cisco Hardware and Software Maintenance Services”.

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT** The Board of Commissioners authorizes the Interim Chief Executive Officer or his designee to enter into a contract with System Solutions Inc. for Cisco Hardware and Software Maintenance Services for a two (2) year base term in an amount not-to-exceed \$318,930.99, with two (2) one-year options, in an amount not-to exceed \$160,419.11 for each option term, subject to funding availability, resulting in a total amount not to exceed \$639,769.21.

**(Item A4)**

On July 14, 2011, the CHA received official notice of being selected to receive \$612,000.00 from HUD’s Veteran’s Affairs Supportive Housing (VASH) Program to support 75 new housing choice vouchers (HCVs). This funding from HUD’s VASH Program is a coordinated effort by HUD, the Veterans Administration (VA), and local housing agencies to provide permanent housing for homeless veterans. Under the VASH Program, the VA Medical Centers’ staff provides supportive case management services to eligible homeless veterans throughout the U.S., and public housing agencies provide rental assistance through HCVs. The HCVs are similar to tenant based vouchers, where veterans participating in HUD’s VASH Program rent privately owned housing, and generally contribute no more than 30 percent of their income toward rent. Homeless veterans are referred to public housing agencies for these HCVs based upon a variety of factors, most importantly, the need and willingness to participate in case management services. Accordingly, the resolution for Item A4 approves acceptance of grant award from HUD for 75 HCVs to support the VASH Program.

**RESOLUTION NO. 2011-CHA-111**

**WHEREAS,** the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated September 14, 2011, entitled “RECOMMENDATION TO ACCEPT NEW FUNDING FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT BY AN AMENDMENT TO THE ANNUAL CONTRIBUTIONS CONTRACT, AND AUTHORIZATION TO INCREASE THE FY2011 COMPREHENSIVE BUDGET THEREFOR”;

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT** the Board of Commissioners authorizes acceptance of \$612,000.00 for 75 Housing Choice Vouchers from HUD to provide new funding for the Veteran’s Affairs Supportive Housing (VASH) Program by an amendment to the Annual Contributions Contract, and authorizes an increase to the FY 2011 comprehensive budget therefor.

**(Items A5)**

On August 10, 2011, the CHA received official written notice of an award of \$120,000.00 from Chicago Metropolitan Agency for Planning (CMAP) to procure a transit professional to conduct a traffic analysis, feasibility study, and stakeholder interviews of the LeClaire Hearst Community Planning area. The findings will be presented to stakeholders, residents, elected officials, and other key partners and are critical in preparing redevelopment plans for LeClaire Courts. The comprehensive redevelopment will address social, economic, and housing needs for the current and future residents of the Southwest Side, identified through research, data, and community-level engagement. LeClaire Courts represents a prime opportunity to develop a mixed-income, mixed-density, mixed-use gateway community. The LeClaire Hearst Community Study Area will include the imprint of LeClaire Courts and the primary transportation corridors surrounding the neighborhood. The study will compliment the Cicero Corridor Study that the Southwest Mayor’s Conference is pursuing, looking at Cicero Avenue from I-294/127th Street to Midway Airport/55th Street. Accordingly, the resolution for Item A5 approves an intergovernmental agreement with CMAP to accept the award in the amount of \$120,000.00 to support the LeClaire Hearst Community’s Community Planning Project

**RESOLUTION NO. 2011-CHA-112**

**WHEREAS,** the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated September 14, 2011 entitled “AUTHORIZATION TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE CHICAGO METROPOLITAN AGENCY FOR PLANNING TO ACCEPT A GRANT AWARD AND TO INCREASE THE FY2011 COMPREHENSIVE BUDGET”;

**WHEREAS,** the Chicago Housing Authority (“the CHA”) has applied for grant funding through the Community Planning Program from the Chicago Metropolitan Agency for Planning (“CMAP”), for LeClaire Hearst Community Planning; and

**WHEREAS,** the CHA’s request for such grant has been approved by CMAP; and

**WHEREAS,** CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties, and is providing grant assistance as a means of advancing the plan’s implementation; and

**WHEREAS,** the CHA and CMAP have agreed on the contents of an intergovernmental agreement that covers the administration of this grant;

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT** the Board of Commissioners authorizes the Chief Executive Officer, or his designee to enter into an intergovernmental agreement with CMAP to accept an award in the amount of \$120,000.00 to support the LeClaire Hearst Community’s Community Planning Project and authorizes an increase to the FY2011 Comprehensive Budget by the same amount.

**THAT** the Board of Commissioners supports the LeClaire Hearst Community Planning.

**THAT** the Board of Commissioners recognizes that this funding is provided for the purpose of advancing the implementation of GO TO 2040.

**THAT** the Board of Commissioners authorizes staff as designated by the CEO to finalize and execute the IGA with CMAP, and to initiate a competitive procurement process to select a consulting firm to undertake work on this project.

**THAT** the Board of Commissioners recognizes that provisions that govern the administration of the Community Planning Program grant are included in the IGA.

**THAT** this resolution shall be effective as of the date of its adoption.

The Omnibus Motion to adopt resolutions for Items A1 thru A5 was seconded by Commissioner Harris and the voting was as follows:

Ayes:	Deverra Beverly Adela Cepeda Dr. Mildred Harris Bridget Reidy James Reynolds Sandra Young
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Nays:	None
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There being no questions or discussion, the Chairman thereupon declared said Motion carried and said resolutions adopted.

The report for the Operations and Facilities Committee was then presented by Committee Chair Reidy. Per Commissioner Reidy, the Operations and Facilities Committee meeting was held on Wednesday, September 14, 2011 at the CHA Corporate Offices. Commissioners were presented with an update on Safety and Security by Jadine Chow, Sr. Vice President of Asset Management.

Commissioner Reidy then presented an Omnibus Motion for adoption of the Resolutions for Items B1 thru B4.

**(Item B1)**

The resolution for Item B1 approves a contract award for Redevelopment of the Julia C. Lathrop Homes to the Lathrop Community Partners, LLC (LCP) ; and approves a Predevelopment Loan Agreement for the Lathrop Master Redevelopment Plan. The redevelopment of Lathrop Homes will result in a large scale mixed-income community which will consist of approximately one-third public housing replacement units, with the income mix of the remaining two-thirds determined by the Community Planning Process. The Lathrop site is located in the area roughly bounded by Clybourn Avenue, Damen Avenue and the Chicago River and the new community may include additional property in the surrounding area. The total number of units and the distribution mix has yet to be determined. The Lathrop development team, LCP is a joint venture comprised of Related Midwest, LLC, Bikerdike Redevelopment Corp., Magellan Development Group, LLC, Ardmore Associates, LLC and Heartland Housing, Inc. In October 2010, the Board of Commissioners approved the selection of LCP as the developer and authorized CHA to enter into negotiations for a development agreement. The proposed development agreement to be executed is the Contract for Redevelopment of Julia C. Lathrop Homes. LCP has presented CHA with the redevelopment schedule and predevelopment budget for the Master Redevelopment Plan and has requested a predevelopment loan from CHA. The proposed predevelopment loan will not exceed 75% of eligible third party predevelopment costs consistent with HUD's cost control guidelines and regulations. The loan will help fund a portion of the predevelopment costs for the Lathrop redevelopment which include a robust community planning process, survey work, architect and engineering design, and planned development fees.

**RESOLUTION NO. 2011-CHA-113**

**WHEREAS,** The Board of Commissioners has reviewed the Board Letter dated September 14, 2011 requesting authorization to: 1) enter into a Contract for Redevelopment of Julia C. Lathrop Homes with Lathrop Community Partners LLC; 2) enter into a Predevelopment Loan Agreement with Lathrop Community Partners, LLC for the Lathrop Master Redevelopment Plan; and 3) execute other documents and take such actions to implement the foregoing.

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT,** The Board of Commissioners authorizes the Chief Executive Officer or his designee to:

1) Enter into a Contract for Redevelopment of Julia C. Lathrop Homes with Lathrop Community Partners LLC; 2) enter into a Predevelopment Loan Agreement with Lathrop Community Partners, LLC for the Lathrop Master Redevelopment Plan; and 3) execute other documents and take such actions to implement the foregoing.

**(Item B2- NOT APPROVED DUE TO QUORUM ISSUES)**

The CHA advertised a Request for Proposal for survey services in May 2011. The RFP was advertised in area newspapers, CHA's website and on BuySpeed Online. Thirty-three vendors were directly solicited including seven M/W/DBE firms. Of the eight proposals received and evaluated, six firms scored within the established competitive range. Based upon the evaluation of the written proposals, oral presentations, and best and final offers, it was determined that American Surveying and Engineering, P.C. will provide the best value to the CHA.

Commissioner Reidy's Recusal from Item B2 affected the Quorum, therefore Item B2 was deferred for approval at subsequent meeting.

**RESOLUTION NO. 2011-CHA-(NOT APPROVED)**

**WHEREAS,** the Board of Commissioners of the Chicago Housing Authority has reviewed the board letter dated September 14, 2011 entitled, "AUTHORIZATION TO ENTER INTO A CONTRACT WITH AMERICAN SURVEYING AND ENGINEERING, P.C. TO PROVIDE SURVEY SERVICES FOR REAL ESTATE TRANSACTIONS AND PROPERTY ACQUISITIONS FOR CHA REDEVELOPMENT SITES";

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT,** the Board of Commissioners hereby authorizes the Interim Chief Executive Officer or his designee to execute a contract with American Surveying and Engineering, P.C. to perform Survey Services for real estate transactions and property acquisitions for CHA redevelopment sites for an amount not-to-exceed \$845,000.00 for a base term two (2) years. The contract shall provide for two (2) one-year options, the exercise of which will be subject to CHA Board approval. This is an annual requirements contract with the CHA. Needed services will be assigned on a Task Order basis.

This award is subject to the Contractor's compliance with the CHA's MBE/WBE/DBE, Section 3 resident hiring, and bonding and insurance requirements.

**(Item B3)**

The resolution for Item B3 approves Housing Assistance Payment (HAP) Contracts for Boulevard Apartments, LP and Housing Opportunities and Maintenance for the Elderly (H.O.M.E.); **Boulevard Apartments:** is a 70-unit family housing development that was financed with Low-Income Housing Tax Credit (LIHTC). The development consists of three 3-story walk-up buildings located in the West Town and Logan Square community areas. Bickerdike Redevelopment Corporation is the owner and property manager for the Boulevard Apartments. The Property Rental Assistance application proposes a 30-year HAP contract for 3 three-bedroom and 1 two-bedroom units at 929-35 N. Sacramento; 5 four-bedroom and 1 one-bedroom units at 1932-36 N. Humboldt; and 2 three-bedroom units at 2212 N. Sacramento/3003 W. Lyndale. After HAP execution, CHA will refer applicants from the waiting list for these units. The PRA rent is comparable with market rate units in the two separate neighborhoods and ranges from \$745-\$1,225. **Housing Opportunities and Maintenance for the Elderly (H.O.M.E.):** The Natalie Salmon House was constructed in 1994 by Housing Opportunities and Maintenance for the Elderly HOME and is located at 7320 North Sheridan Road in the East Rogers Park community area. The 5-story, brick elevator building provides 54 units of senior housing. The PRA application proposes a 30-year HAP contract for 11 units at the Natalie Salmon House with the following mix: (1) studio; (8) one-bedrooms; and (2) two-bedrooms. During the first three years of the HAP term, as vacant units become available CHA will add them by amending the HAP contract. After the HAP amendment, CHA will refer applicants from the waiting lists for these units. Blackhawk Manor, also administered by HOME, is located at 4959 West Medill Avenue in the Belmont-Cragin community area. Blackhawk Manor was opened in 2004 when a retired public school teacher donated her 2-story brick walk-up apartment building to H.O.M.E. The PRA application proposes a 30-year HAP contract for up to three one-bedroom units at Blackhawk Manor as they become vacant. The PRA rent is comparable with market rate units in the two separate neighborhoods and ranges from \$635-\$950.

**RESOLUTION 2011-CHA-114**

**WHEREAS,** the Board of Commissioners of the Chicago Housing Authority has reviewed the Board letter dated September 14, 2011 requesting authorization to 1) execute a Housing Assistance Payment Contract for Boulevard Apartments, LP; 2) execute a Housing Assistance Payment Contract for Housing Opportunities and Maintenance for the Elderly (H.O.M.E.); and 3) execute all other documents as may be necessary or appropriate to implement the foregoing.

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY:**

**THAT,** the Board of Commissioners authorizes the Chief Executive Officer or his designee to 1) execute a Housing Assistance Payment Contract for Boulevard Apartments, LP; 2) execute a Housing Assistance Payment Contract for Housing Opportunities and Maintenance for the Elderly (H.O.M.E.); and 3) execute all other documents as may be necessary or appropriate to implement the foregoing.

**(Item B4)**

In 1996, the CHA reached a settlement in a class action lawsuit that charged the CHA and HUD with discrimination against Latinos in Chicago's public housing programs. The settlement resulted in the Latino Consent Decree which, among other requirements, required the CHA to have two site offices, staffed with bilingual personnel, to assist individuals seeking information about or wishing to register for CHA programs. Although the Latino Consent Decree was lifted over 5 years ago, CHA has continued to incorporate the strategies and experience in engaging the Latino population that were developed over the term of the Consent Decree. In a spirit of good-

faith with the desire to continue the progress made under the Latino Consent Decree, CHA has continued to take affirmative action in the form of marketing and outreach to the Latino community. CHA released a Request for Proposal to solicit vendors to operate two satellite offices in Latino communities to provide bilingual marketing and outreach to the Latino community and community at large. The CHA advertised the RFP in area newspapers, additionally, 70 Assist Agencies received notification of the solicitation. The CHA also directly solicited 64 firms, including 48 MBE/WBE/DBE firms. Based on the two proposals received and evaluated, both firms were determined to be within the competitive range and oral presentations were scheduled for each firm. During these meetings, CHA sought clarifications from the potential vendor's proposals and conducted negotiations with each firm. Then best and final offers were requested and submitted by each firm. Based upon the evaluations of the written proposals, the oral presentations and best and final offers, it was determined that Erie Neighborhood House will provide the best overall service and value to CHA for this solicitation. Accordingly, the resolution for Item B4 approves award of contract to Erie Neighborhood House. Under the new proposed contract, Erie Neighborhood House, along with its marketing and communications subcontractor, Blue Daring, will provide marketing and outreach activities in English and Spanish to the general and Latino community during the term of the contract. Erie Neighborhood House will also utilize its long standing reputation assisting the Latino community and its existing resources at 2 satellite offices in the Latino community to provide assistance to CHA individuals or families inquiring about the CHA's HCV and public housing wait lists during the term of the contract. Erie Neighborhood House will also assist individuals and families with general CHA program status checks, programmatic information, participant updates and general CHA inquiries and provide regular activities in the community and at the two satellite offices to engage the Latino and general Chicago community in CHA programs. The two Latino satellite offices operated by Erie Neighborhood House will be located in communities with significant Latino populations (one in Westtown and one in Little Village) to provide bilingual (Spanish) marketing services and to perform outreach activities on behalf of the CHA to the Latino community and community at large.

**RESOLUTION NO. 2011-CHA-115**

**WHEREAS,** the Board of Commissioners of the Chicago Housing Authority has reviewed the memorandum dated September 14, 2011 entitled, "AUTHORIZATION TO ENTER INTO A CONTRACT WITH ERIE NEIGHBORHOOD HOUSE TO PROVIDE LATINO MARKETING AND OUTREACH SERVICES FOR THE CHA";

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT,** the Board of Commissioners authorizes the Interim Chief Executive Officer or his designee to enter into contract with Erie Neighborhood House for a 2-year base term in the amount of \$782,692.00 and to exercise a 1-year option, subject to funding availability in the amount of \$400,636.00 to operate 2 bilingual (Spanish) satellite offices in the Latino community on behalf of the CHA to assist CHA residents and those wishing to become participants in CHA programs and to provide marketing and outreach services to the Latino community and community at large.

The Omnibus Motion to adopt resolutions for Items B1, B3 and B4 was seconded by Commissioner Young and the voting was as follows:

Ayes:	Deverra Beverly Adela Cepeda Dr. Mildred Harris Bridget Reidy ( <i>Recused from voting on Item B2 only</i> ) James Reynolds Sandra Young
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Nays:	None
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There being no questions or discussion, the Chairman thereupon declared said Motion carried and said resolutions adopted.

Mr. Ponce, Interim Chief Executive Officer, then presented his monthly report. Per Mr. Ponce, on Saturday, October 29<sup>th</sup> CHA is again partnering with Operations Warm to distribute new coats to CHA children. This event is scheduled to be held at the University of Chicago campus



from 9:00 a.m. to 4:00 p.m. CEO Ponce then presented the Commissioners with an update on CHA’s leasing activities to date. Per Mr. Ponce, more than 300 units have been leased since July 15<sup>th</sup> and occupancy rates for the three housing portfolio have met or surpassed occupancy benchmarks established by HUD. Mr. Ponce concluded his report by encouraging the public to participate in the comment period of the Moving to Work Annual Plan, Year 13.

Chairman Reynolds then invited residents and the public at large to address the Board.

There being no further business to come before the Commissioners, upon Motion made, seconded and carried, the meeting of the Board of Commissioners was adjourned at approximately 11:40 a.m.

s/b: James Reynolds  
Chairman

s/b: Lee Chuc-Gill, Custodian and  
Keeper of Records